**To**  Place:  
The Manager, Date:  
Company Name,   
Address.

Sub: Resignation letter.

Dear Sir/Madam,

It is with great sadness, I am resigning from the position of **[job title]** at **[company name]** w.e.f **[date]**. Due to personal circumstances, I am not in a position to serve notice.

I sincerely apologize for causing such an inconvenience. Thank you for the opportunities that you have provided me during my tenure.

I eagerly await your approval of my resignation.

Thanking you.

Regards,  
Your name,  
Designation,  
Employee ID.